SSP Awards Made

Daliza Salas (left) and Carmen Gowers (right) display the "Noticiero" and the SSP award, a marble paperweight with medalion.

EEO Spotlight

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The First Line, New CSC Publication

The first issue of a new Governmentwide newsletter, "The First Line," reached thousands of Federal supervisors and managers in July.

In four pages every two months the newsletter informs its readers of court decisions and changes in laws, Executive orders, and the Federal Personnel Manual that affect Federal employees.

The newsletter also provides information on personnel management subjects such as pay, equal employment opportunity, and labor-management relations.

Many supervisors and managers received the publication directly through their agencies. Federal employees, supervisors, managers, or other interested parties who do not receive the publication through official agency channels can subscribe to "The First Line" by mailing a check or money order for $4.50 (for 6 issues) payable to the Superintendent of Documents, Washington, D.C. 20402.

The newsletter is published by the Civil Service Commission and is printed and distributed through the Government Printing Office.

A growing concern over needs in the Hispanic community for timely information on Federal job opportunities prompted a group of Washington Spanish Speaking Program Coordinators to begin a nationwide project called the "Washington Noticiero." The "Noticiero" is a weekly roundup of information on job opportunities collected from agencies that request recruiting assistance. It is distributed among regional Spanish Speaking Coordinators councils, Spanish Speaking organizations and community leaders.

The "Noticiero" began in early spring 1975, and was edited by Lena Salazar, then Second Vice Chairperson of the Washington Council of agency Spanish Speaking Coordinators. The distribution steadily grew from a list of 25 original contacts, to over 150.

The "Noticiero" has served as an aid to upward mobility for many Hispanics already in Federal service, and as a vehicle for communication with those outside the service who wish to apply for Federal employment. Much of the project's success can be attributed to the further sharing of "Noticiero" information by people and organizations who regularly receive it.

The steady growth of the "Noticiero" has prompted other Spanish Speaking field councils throughout the country to adopt similar ideas. The Spanish Speaking field councils in Denver and San Francisco already have begun issuing similar lists and plans are now underway to begin "The Albuquerque Noticiero."

In recognition of their work on the "Noticiero," the Washington Council of Spanish Speaking Program Coordinators recently presented the National SSP Award to Lena Salazar, and to Daliza Salas, and Carmen Gowers. Criteria for the award are: consistency of service; concrete achievement; recognition by agency, peers, and community; and, leadership.

Helpful Data for Upward Mobility Evaluators

Federal Pesonnel Manual Letter No 713-35, issued by the Civil Service Commission on April 30, 1976, outlines new approaches to the development of equal employment opportunity plans. By law, Federal agencies must submit EEO Plans each year for Commission review and approval.

The new Commission issuance requires agencies to report on accomplishments under expiring plans as new plans are submitted, and asks specifically for statistical data on upward mobility program activities. In a format prescribed by the Commission, agencies will report how many lower level vacancies (General Schedule Grades GS-1 through 9 and equivalent) were filled competitively from all sources during the year; how many employees (grade GS-8 or below) participated in agency upward mobility programs; and, how many of these were (or were not) promoted or reassigned as a result.

These data will provide some indicators of the scope and success of upward mobility programs, and should be helpful to program evaluators in agencies as well as in the Commission. These indicators are merely quantitative, of course, and evaluators will need to inquire closely into program activities to asses them qualitatively.

One approach to upward mobility program evaluation, a Department of Agriculture review based on questionnaires and in-depth interviews, was reported in the January-February issue of SPOTLIGHT this year. Whether these or other techniques are employed, the usefulness of evaluation results depends largely on how carefully the evaluation itself is planned and carried out. The following tips, gleaned from the experiences of Commission and agency evaluators, provide a good checklist in this regard:

1. Plan the evaluation. Each evaluation should be tailored to the situation being evaluated. This means the evaluator needs foreknowledge of such considerations as local employment conditions, the training needs of employees, and the workforce skills needed to carry out mission responsibilities, etc.

2. Assess program resources. The law expects agencies to devote adequate resources to upward mobility programs. Counting dollars spent and staff hours allocated to program activities is only part of assessing whether resources are adequate; the skill and knowledgeability of the "people" resources are critical too. The quality and relevance of training and orientation for supervisors, career counselors, and others involved with upward mobility trainees should be assessed carefully.

3. Look for program leadership and support. Even the best of staff work and planning are not likely to ensure success for an upward mobility program which does not have the demonstrated support and leadership of management officials. Also critical to success are the involvement, commitment and cooperation of line supervisors.

4. Consult. If errors of program approach, planning, or execution are discovered, the views of those with program responsibilities should be sought. This will help to avoid prescribing inappropriate, ineffective or unrealistic corrective actions.

5. Motivate improvement. Evaluation is not merely a police function, and is not an end in itself. Evaluators and their reports should contribute constructively to program improvement.

In addition to gauging how good a job has been done in meeting program objectives, and disclosing mistakes so they will not be repeated, the evaluation process—just by being built into an upward mobility program—helps ensure that paper plans are translated into action and results.

UM Pushed in the Regions

Upward Mobility programs, essential components of the efforts of Federal agencies to assure equal employment opportunity, are being pushed by the Civil Service Commission's ten regional offices. Recent reports from regional directors to CSC's central office show Commission personnel providing technical assistance on upward mobility to agency staffs, Federal Executive Boards, women's groups and others.

In one example, Commission personnel staffing specialists from the San Francisco Regional office recently participated in a seminar sponsored by the Women's Program Office of the Department of Agriculture's Pacific Southwest Experiment Station. The seminar theme was "Crossing Career Lines," dealing with the upward movement of women from clerical positions to professional positions. Subjects discussed included continuing education and cross-training assignments.

In Seattle, the Federal Executive Board's Intergovernmental Training Council, with the support of an employee development specialist and the EEO Representative from the Commission's regional office, conducted a one-day workshop on Upward Mobility. Thirty-five agency participants shared information on successes and problems in the development and implementation of upward mobility programs. Three agency representatives provided detailed briefings on their programs and cited positive examples of how advance planning and strong personnel and staffing support contributes to upward mobility program success.

In Phoenix, a personnel management specialist from the Commission's area office worked with the Veterans Administration Hospital to establish an upward mobility position, providing technical assistance on selective criteria, a vacancy announcement and merit promotion procedures.

FWP Seeks Symbol

Fiscal Year 1977 marks the tenth anniversary of the Federal Women's Program. In preparation for the celebration, the Civil Service Commission's Office of the Federal Women's Program is seeking a symbol for the program, to be available for use by all Federal agencies. All Federal employees and other friends of the FWP are invited to submit entries.

Symbols submitted for consideration will be judged on the merits of their basic design elements. Finished art work is not required. An interagency panel of graphics specialists and FWP officials will select the winner and runners up.

Two requirements must be met. The design must be postmarked by November 1, 1976; and, the design must be submitted on standard sized 8" x 10½" paper.

First prize will include a plaque displaying the winning symbol and recognizing its designer, to be presented at an award ceremony; and a certificate of recognition. The winning design and a photograph of the winner will be published in "Women in Action", the quarterly newsletter of the Federal Women's Program. Runners up will receive certificates of recognition, and their designs will also be published in "Women in Action".

Symbols are to be submitted with the understanding that the winning designs may have to be adapted by graphics specialists for reproduction purposes, although basic design elements will be maintained. All designs submitted become the property of the Office of the Federal Women's Program, US Civil Service Commission, and will not be returned.

Entries should be submitted to Office of the Federal Women's Program, US Civil Service Commission, Rm. 7540, 1900 E Street, NW, Washington, DC 20415.

Named Outstanding—William Payne (right) accepts the EEO Line Supervisor Award presented by Gerald Turetsky, Chairman, New York Federal Executive Board. The occasion marked Payne's second award this year for distinguished efforts in the Equal Opportunity area. Payne is head of the Management Information Branch of the Navy Resale System Office

Hampton Memo Cited

Civil Service Commission Chairman Robert E. Hampton received the following letter from Dr. Arthur S. Flemming, Chairman of the US Commission on Civil Rights and Commissioner of the Department of Health, Education, and Welfare's Administration on Aging:

"I appreciate very much your memorandum of May 8 urging Federal managers to take note of the President's Older Americans Month Proclamation in their ongoing equal employment opportunity and related personnel program activities.

"As you know, the older worker continues to suffer from discrimination. I believe your memorandum will help remind all Federal officials that the Federal Government has not only a responsibility to adhere to the law but an obligation, as well, to set a standard in this area for the rest of the nation.

"Thanks for your leadership in this area of important concern to today's older persons."

An article on Older Americans Month, with excerpts from Chairman Hampton's May 8, 1976 memorandum, appeared in the May-June 1976 issue of the EEO SPOTLIGHT.

EEO Institute Courses

	September
Basic EEO Counseling	1-8
Managing EEO Programs	13-17
Investigation of Complaints of Discrimination	14-18
Supervisor's Role in EEO	21-23
EEO Affirmative Action Planning Workshop	21-22
Upward Mobility: Training Design	28-30

	October
Advanced EEO Counseling	5-7
Basic EEO Counseling	6-8
Basic EEO Counseling Instructor Institute	13-16
Workshop for the Spanish Speaking Coordinators	19-23
Workshop for the Federal Women's Coordinators	26-28
Basic EEO Counseling	27-29

EEO Spotlight

Editor: Ed Shell

The Chairman of the U.S. Civil Service Commission has determined that the publication of this periodical is necessary in the transaction of public business required by law of this agency. Use of funds for printing of this periodical has been approved by the Director, Office of Management and Budget through June 30, 1977.

Women Move Up in the Federal Work Force

The results of a Civil Service Commission survey show that women accounted for 76 percent of an overall net increase of 18,493 in Federal white-collar jobs in the period October 31, 1974 to October 31, 1975. The number of white-collar jobs held by men increased by 4,379 during the same period.

The 1975 survey data also indicated continued upward movement for women within the Federal work force, with more women employed in higher grade groupings and fewer women in the lower grade groupings.

The percentage of women in all Federal white-collar positions increased from 34.9 percent in 1974 to 35.3 percent in 1975. Excluding the U.S. Postal Service, the overall percentage of white-collar Federal positions held by women increased from 41.7 percent in 1974 to 41.9 percent in 1975.

Women comprised 42.1 percent of Federal employees classified and paid under the 18-grade General Schedule pay plan (and equivalent systems) as of October 31, 1975. Women held 71.6 percent (418,756) of all positions at the GS-1 through GS-6 (and equivalent) grade levels in 1975, a numerical decrease from 419,066 women in 1974. Women held 26.8 percent (171,840) of the jobs at grades GS-7 through GS-12 in 1975, up from 25.6 percent (158,430) in 1974. Women held 5.1 percent (10,368) of positions at grades GS-13 and above in 1975, up from 4.7 percent (9,317) in 1974. The number of women holding positions at the "supergrade" levels (GS-16 through GS-18 or equivalent) increased by 22 between 1974 and 1975, including 18 more women at GS-16, 2 more at GS-17, and 2 more at GS-18. The number of men in supergrade positions (6,840) still far exceeded the number of women at these levels (192).

Women held 10,084 jobs in "other" white-collar pay plans (e.g., the Executive Schedule, Administrative Pay Systems, and Experts and Consultants). Women accounted for 35.4 percent of the total of 28,488 jobs under these plans in 1975.

GS Employees Educational Attainment Levels

Information on the educational background of white-collar Federal men and women employees in each minority (and non-minority) group will soon be published by the U.S. Civil Service Commission. The report: Federal Civilian Personnel Statistics: Educational Attainment of General Schedule Employees, by Minority Group and Sex, August 31, 1974, will be available from the Government Printing Office.

The study (based on computer-file data for approximately 1.2 million full-time permanent General Schedule employees) classifies men and women employees into five groups: Black, Spanish-Surnamed, American Indian, Oriental American, and employees other than minority.

Educational attainment (highest level reached by the employee) is presented for the following principle categories: high school or less, but no additional education and training; training beyond high school (other than academic college); college, less than bachelor's degree; bachelor's (no graduate study); graduate study.

Within these education levels, the ten minority-sex combinations (men and women in the five minority and non-minority groups) are cross-tabulated by General Schedule grade group: GS1-GS4, GS5-GS8, GS9-GS11, GS12-GS13, GS14-GS15, GS16-GS18. Another classification presented by minority-sex combination and by education level is occupational category: professional, administrative, technical, and clerical. A more detailed analysis is given for college graduates; for each of the minority-sex combinations, the ten leading occupations are shown.

Comparisons are made of educational attainment data for General Schedule Federal employees (by the minority and sex groupings) with figures from the U.S. Census Bureau representing all employed white-collar workers in the United States.

The report, the first of its kind ever issued by the Civil Service Commission, will be for sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (specify U.S. Civil Service Commission Publication SM 74-200)

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